## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M. 6/

Page 1 3

Agency Hagerstown Division/Unit

Utilities/Water Pollution Control

Item No	Description	Retention
1	Grants -contains but not limited to: application for payment, invoices, checks received (copies), forms (blank), application form and supporting documents, cash draw requests	Retain for life of grant, plus five (5) years, then destroy
2	Personnel files: duplicate personnel documents, training certificates, health insurance survey, requests for vacation, compensatory time; worker's comp files - first report of injury, prescription benefits	Retain for three (3) years after termination of employment, then destroy.
3	General files -contains but not limited to: maintenance contracts, board of utilities meeting minutes, block grant information, correspondence, easement deeds, I.D. badges, insurance newsletters, drawings, billing information drawings, inspectors daily reports on various properties, correspondence, concrete testing reports, operation and maintenance manuals, nuclear compaction test data, daily construction report	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

Date	11-10-99
Signature	Georgi ana h. Brecedaux
Type Name	GeorgiAnn N. Breichner
Title	City Clerk

Approved by Department, Agency or Division Representative

Schedule Authorized by State Archivist DEC 3 1999

Date

Signature Shoul C. Saperfur Ja

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

## RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M. 6/

Page 2 of 3

	(CONTINUENTION STREET)	
Item No	Description	Retention
4	Non-pretreatment general files -contains but not limited to: directives, city code, city lake park, budget, calibration curves, discharge permits, disinfections, chemicals	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
	Pre-treatment general files -contains but not limited to: applications and renewals, city code, correspondence, industrial flow, forms, regulations, reports, slug control, raw and effluent analysis	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
6	Engineering drawings -contains but not limited to: street index maps, city maps, pumping station drawings, site plans, sanitary sewer lines, civil drawings, utility plans, location map, final plat of subdivision, county tax maps, station alarm systems, sewer system evaluation surveys, district sewer maps	Retain for life of project, plus three (3) years, then destroy

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M-6/

Page 3 of 3

(CONTINUATION SHEET)		rage 3 of 3
Item No	Description	Retention
7	Pre-treatment industrial files: correspondence, applications for waste water discharge permit, site map, inspection reports, material safety data sheet	Retain until renewed or revoked, plus five (5) years, then destroy
8	Industrial samples lab results: industrial waste lab worksheets, water analysis report, monthly meter readings	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
9	Daily operators log: time, flow, gallons, date, operator on duty, sludge depts., weather log, back-up disinfection, ozone system log	Retain for three (3) years and until all audit requirements have been met, then destroy.

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY  Page OI
	PO BOX 275 - JESSUP, MARYLAND 20794	
1. DEPARTMENTIAGENCY  HAGE 3 TOLON	2. DIVISION	Pollistipas Countral
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	wall as retention and diagonition purposes
4. RECORD SERIES TITLE  GRANTS		5. EARLIEST YEAR / LATETEST YEAR  1998 TO CHITENT
	information/documents/forms found in the Series Included  OT LIMITED TS:  ICES. Checks  MS (BIANK).  Ting Documents  I	Application for Application
	,	
7. RECORD SEBLES FORMAT(S)  B Letter Size	8. RECORD SERIES SEQUENCE  Alphabetical  Numerical	9. VOLUME  File Drawer(s)  Microfilm Reel (s)  Computer Tace (s:  Citer (Specify)
€ Ecund Book ☐ Floppy Disk	© Chronolog:cat	Number
Other (Specify)	□ Geographical □ Other (Specify)	10. ANNUAL ACCUMULATION  File Drawer (\$)  Microfilm Ree! (\$)  Computer Tabe(\$)  Other (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily D Weekly D Monthly	·	Month(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Roam)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)  16. AUDIT REQUIREMENTS	
C: Yes	□ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and dentitibe any hardware/software)  12. 'es	18. RECOMMENDED RETENTION RETENTALLS THE TRANT PLUS THEST ON	For the life of 5 years, then
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT WATER
HAGERSTOWN	utilities	Populion Control
DEFINITION - Records Series - A group of related recor	ds normally filed and used 23 2 unit for reference as	well as retendon and disposition purposes.
4. RECORD SERIES TITLE PERSONNEL F	iles	5. EARLIEST YEAR / LATETEST YEAR  1972 TO CHITENT
6. RECORD SERIES DESCRIPTION (Briefly describe the types of Duplicate Personal Regulary For Vac.)  Regulary For Vac.  Workers Compliancy Preserve	sonnel Doci Fichtes Hent Comp. Time; E. D. Files-Fire	theets-
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
D Cetter Size a Microfilm	Alphabelical	File Drawer(s)  Microfilm Reel (s)
□ Legal Size □ Computer Table	C Numerical	Computer Tace (s:  Ciner (Specify)
□ Bound Book □ Floppy Disk	☐ Chronolog:cal	Number CUS-FT.
□ Audio Tape □ Video Tape □ Cither (Specify)	☐ Cither (Specify)	10. ANNUAL ACCUMULATION  File Drawer (\$)  Microfilm Reel (\$)  Computer Tape(\$)  Other (Specify)
e de la companya de La companya de la co		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	CI :	Month(s)   Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
DEFICE	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
∪ Yes □ No	□ None □ Slate □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and dentitibe any hardware/software)  17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and dentitibe any hardware/software)	18. RECOMMENDED RETENTION Refail  HETER TERMINIS  LEST DY	ofer 3 years
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLANO 20794	PageOI
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT WATER
HAJEISTOWN	utilities	Poplation Control
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
General File	Š	1977 TO CULVERT
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)
		52 MAINT COUTRETS
Board of Utilit	Tes Meeting	Minutes-
Block Front In	FormATION -	arrespondance,
EASEMENT DE	eeds-I.P.K	Adges / NEUVANO
Newsletters;	DRAWINGS; &	Billing Morma from
		90001
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME D-Filo Drawer(s)
⊖ Celler Size □ Microfilm	G Alphabetical	Microfilm Reel (5)     Computer Face (5):
□ Legal Size □ Computer Face	© Numerical	3D Ciner (Specify)
□ Ecund Book □ Floppy Disk	□ Chronolog:cal	Number CLESF)
□ Audio Tape □ Video Tace	□ Geographical	10. ANNUAL ACCUMULATION  File Drawer (\$)
er Citizer (Specify) DB/HU/12/5	Cther (Specify)	Microfilm Ree! (s)     Computer Tape(s)
		Olher (Specify)
and the same of th		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	·
□ Daily □ Weekly □ Monthly	Number C	Month(s)   Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
t: Yes D No	□ None □ State □ F	egeral   Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and	18. RECOMMENDED RETENTION	C. D++.
dentabe any hardware/software)	18. RECOMMENDED RETENTION USE FENERAL!	The Kelevhow
:3 'es	VI - VI	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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Industrial Waste Permits-Violation Notices ordinance & Amendment;
Plant ferformance, Surcharge
Billing: General Service Agreements;
ETC.

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	PageOI
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNITURATED
HAGERSTOWN	utilities	Polletrow Constral
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
GENERAL FILES		1954 CULTENT
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of		the purpose or function of the Series)
	LIMITED DIDI	KIMINGS;
INSPECTOR'S DAILY	REPORTS ON VA	
correspondence		esting Kepor 3:
Operation + MA	INT. MANUALS	- NUCLEAND
COMPACTION TEST	- DATA DAITY	CONSTRUCTION
REPORT : ETC.	/ "	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Microfilm	G Alphabetical	□ Microfilm Reel (s)
□ Legal Size □ Computer Face	Numerical	Computer Tace (s:
Bound Book	☐ Chronolog:cal	Number CM/FT
□ Audo Tape □ Video Tace	□ Geographical	10. ANNUAL ACCUMULATION
Delter (Specify) DIAWINGS	Cither (Spec:iv)	□ File Orawer (s) □ Microfilm Reel (s)
	By Provect	O Computer Tabe(s) Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily - Weekly - Monthly	Number	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	e? (If yes, specify agency or office)
OFFICE	□ Yes	a No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
U Yes D No -	□ None □ Slate □ F	egeral Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain orielly and dentitive any hardware/software)	18. RECOMMENDED RETENTION	alti
: 'es	18. RECOMMENDED RETENTION  WE GENERAL 1	THEMELENION
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY HAGESTOWN	2. DIVISION. Utilities	3. UNIT WATER CONTROL
4. RECORD SERIES TITLE NON-RETY  GRENEPOL FIRE	rds normally filed and used as a unit for reference as CHATIMENT	5. EARLIEST YEAR / LATETEST YEAR  1974 TO CUTTEST
6. RECORD SERIES DESCRIPTION (Briefly describe line types of CONTAINS, GUT NOT CITY COLE: CITY	LIMITED TO: D LAKE PACK'E Wes; DISCHARY	Budget.
7. RECORD SERIES FORMAT(S)  Differ Size	8. RECORD SERIES SEQUENCE  Alphabetical  Numerical  Chronological  Geographical  Cther (Specify)	9. VOLUME  Brile Drawer(s)  Microfilm Reel (s)  Computer Tace (s)  Other (Specify)  Number  10. ANNUAL ACCUMULATION  File Drawer (s)  Microfilm Reel (s)  Computer Tace(s)  Other (Specify)
11. FILE IS USED  □ Daily □ Weekly □ Monthly  13. CURRENT LOCATION(S) (Bidg., Floor, Room)	12. FILE BECOMES INACTIVE AFTER  Number  14. IS RECORD SERIES DUPLICATED ELSEWHERE	Month(s)
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)  C: Yes	16. AUDIT REQUIREMENTS  □ None □ State □ S	□ No
17. IS AN INDEX SYSTEM USED? (If yes, exciain orielly and contribe any hardware/software)  17. IS AN INDEX SYSTEM USED? (If yes, exciain orielly and contribe any hardware/software)	18. RECOMMENDED RETENTION USE GENERAL F	the Retention
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
Schedule (pds 330-i)	7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT WATER
HAGERSTOWN	Utilities.	Polhetron Control
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Pretrestment Ge	ward Files	TO CMITERY
INSUSTINGLE Place	Code; Correspo	plications + endence-
ANALYSIS;		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SECUENCE	9. VOLUME
Se Letter Size	Alphacetical	G File Drawer(s) G Microfilm Reel (s)
□ Legal Size □ Computer Tace	□ Numerical	Computer Tace (s:  Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronolog:cal	Number CULFT.
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION  □ File Drawer (\$)
© Citier (Specify)	□ Cther (Specify)	Microfilm Reel (s)     Computer Tabe(s)     Other (Specify)
•		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	a	Month(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	2) (If use specify agency of office)
13. CORRENT ECCATION(S) (Blug., Flott, Rudin)	O Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)  16. AUDIT REQUIREMENTS		
C Yes O No	□ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, exciain orielly and	18. RECOMMENDED RETENTION	
:: 'es	USC GENERAL F	te ReferTION
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Or
1. DEPARTMENTIAGENCY  HAGES TOWN  DEFINITION - Records Series - A group of related records	2. DIVISION  UHUTES  rds normally filed and used 23 2 unit for reference 25	2. UNIT WATER POHINTION CONTROL  Well as retention and disposition purposes
4. RECORD SERIES TITLE  ENGINEETING D	^	5. EARLIEST YEAR / LATETEST YEAR  MEST TO CHITTEET
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CONTRINS, but NOT CHYMAPS - Pun SITE PIANS - SA	information/documents/forms found in the Series Included To: 51 and 10 a	TEET INDEX MAPS- DRAWNIGS- LINES & EIVIL TON MAPS- INTY TAX MAPS; SYSTEM
7. RECORD SERIES FORMAT(S)  □ Letter Size □ Microfilm  □ Legal Size □ Computer Table □ Bound Book □ Floppy Disk	8. RECORD SERIES SEQUENCE  Alphabetical  Numerical  Chronolog:cal	9. VOLUME  O File Drawer(s)  O Microfilm Reel (s)  Computer Face (s:  Number
Audo Tape Uideo Tace  DRHWINGS	Geographesi  Ciher (Specify)	10. ANNUAL ACCUMULATION    File Drawer (\$)    Microfilm Reel (\$)    Computer Tape(\$)    Other (Specify)
11. FILE IS USED	. 12. FILE BECOMES INACTIVE AFTER	Number
13. CURRENT LOCATION(S) (Bidg., Floor, Room)  OFFICE	Number  14. IS RECORD SERIES DUPLICATED ELSEWHERE  O Yes	Month(s)
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)  12. Yes	16. AUDIT REQUIREMENTS  O None O State O F	Fegeral   Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and denute any hardware/software)  17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and denute any hardware/software)		plus 3 years,
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOD ROAD PO 80X 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  Page . Of
	F 0 80X 273 - JESSUP, MARTONIO 20754	
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT WHEN
HAGERSTOWN	Utilities	Poplation Control
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Pretrentment In	dustrial files	1990 CUTENT
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)
Waste water Site MAP- INC	Wielling	DSFOR PERMIT: D-T3-MATERIAL
7. RECORD SERIES_EORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
O Cetter Size	G Alphabelicai	File Drawer(s)  Microfilm Reel (s)
O Legal Size O Computer Face	☐ Numerical	Computer Face (s:  Other (Specify)
Bound Book     Floppy Disk	□ Chronolog:cal	Number CW-FT
□ Audo Tape □ Video Tace	□ Geographical	10. ANNUAL ACCUMULATION
a Citer (Specify)	Cither (Specify)	File Drawer (s)     Microfilm Reel (s)
·	R. MEG	Computer Tabe(s)     Other (Specify)
	D9 1111 /-	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	,
🗆 Daily 🗆 Weekly 🗀 Monthly	D	Month(s)   Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)
	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes D No	□ None □ State □ 8	Federal O Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain origily and denotice any hardware/software)	18. RECOMMENDED RETENTION Refal	oked the
:3 fes © No	Kenewed or rev	PKed, <del>there</del>
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
THE PROPERTY OF THE PAREN		21. 0012

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Plus 5 years, then destroy

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY	
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Or	
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT WATER	
HAGEBTAUN.	Utilities	Polistron Control	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR	
INDUSTRIAL SAM	DIES LAB. PESUITS	1996 to CNOPENT	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of WANDSTANDL WAST WHEN ANALYSI READINGS)	/ / / / / / / / / / / / / / / / / / / /	the purpose or function of the Series;  SPERIOR  METER  ME	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
O Microfilm	G Alphabeticai	File Drawer(s)  O Microfilm Reel (s)	
Legal Size	© Numerical	Computer face (s:  Citier (Specify)	
□ Bound Book □ Floppy Disk	□ Chronolog:cal	Number CV FT.	
□ Aucho Tape □ Video Tace	□ Geographical	10. ANNUAL ACCUMULATION  D File Drawer (\$)	
Cither (Specify)	□ Clher (Specify)	Microfilm Ree! (s)     Computer Tape(s)	
		Other (Specify)	
	•	Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily 🗆 Weekly 🗆 Monthly	Number	Month(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
LABATORY	□ Yes	D No	
15. ACCESS RESTRICTIONS (If yes. cite law(s) 3 regulation(s)	16. AUDIT REQUIREMENTS		
t: Yes II No	□ None □ Slate □ F	egeral 🗆 Independent	
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and whombe any hardware/software)	18. RECOMMENDED RETENTION		
:: 'es	Retain for years and until all audit requirements have been fulfilled, then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEP		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY		
Garcott (865-336-1)	7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Of		
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNITWATER		
HAMERSTOWN	utilities .	Polletron Control		
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.				
4. RECORD SERIES TITLE	,	S. EARLIEST YEAR / LATETEST YEAR		
DAILY OPERATORS	Logi	1987 to CUTTERT		
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series   Include the purpose or function of the Series)				
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Operator ond	1. The Studge	DEPTS-		
Uperajor on a	and want	1175potton		
WentHer-Log-BACK-UPDIOINFECTION				
INCludes Ozowe System Log,				
INOTALS UZUN				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME  O File Orawer(s)		
Microfilm	□ Alphabeticai	Microfilm Reel (s)     Computer Tace (s:		
Computer Tace	C Numerical	Cther (Specify)		
Bound Book     G Floppy Disk	□ Chronolog:cal	Number		
☐ Audio Tape ☐ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION    File Orawer (\$)		
© Other (Specify)	Ci Ciher (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)		
		Other (Specify)		
and the second s		Number		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	·		
Daily Deekly Deekly Monthly				
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)			
PIANI	□ Yes	□ No		
15. ACCESS RESTRICTIONS (If yes. cite law(s) 3 regulation(s)	16. AUDIT REQUIREMENTS			
U Yes D No	□ None □ State □ Federal □ Independent			
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and	18. RECOMMENDED RETENTION			
'es	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.			
19. NAME AND TITLE OF PREPARER	20. TELE	·		
THE STATE OF FREIGHT				
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